



**Employment Opportunity  
United States Peace Corps in Myanmar**

The United States Peace Corps program in Myanmar seeks a qualified and motivated candidate to fill the following full-time position:

**Programming & Training Assistant**

Minimum Starting Salary: \$10,675 year

Anticipated Start Date: January 2017

*\*starting salary dependent on experience*

**Position Summary: Position Summary:**

The Programming and Training Assistant works with the Program Manager (PM), Regional Manager (RM) and Training Manager (TM) to provide technical support to the English Education Project in Myanmar, as well as provide support to Trainees, Volunteers and Myanmar community partners. S/he works collaboratively with Program and Regional Managers to assist them in meeting the English Language Education project goals and objectives. During Pre-Service Training (PST), the Programming & Training Assistant will join the training team and act as an assistant to the training team, particularly the Training Manager to support the operations of the PST. The Programming and Training Assistant will also actively contribute to the overall direction of the Peace Corps program in Myanmar and help to ensure the safety and security of Trainees and Volunteers.

**Major Duties and Responsibilities:**

1. Assists PM & RM in preparations for meetings with Regional officials and in the site development of potential schools for the in-coming Volunteer group;
2. Participates in the preparations of the design and implementation of the Principal and Counterpart Conference, PST and In-Service Trainings (ISTs) ;
3. Participates along with the PM in identifying potential sites for the placement of the in-coming group of Volunteers.
4. Helps to prepare materials for trainings and all events in coordination with the Programming and Training staff.
5. Assists the Training Manager in the preparations and implementation of the PST and ISTs. Duties will vary ranging from logistics, scheduling, materials preparations, Trainee support at the training site, and facilitation or co-facilitation of some sessions.
6. Assists the Programming and Training Unit in the records maintenance of all P&T processes such as: site history files, final reports on PST, site visits reporting, IST reports, Close of Service Checkout procedures and files.

**QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- University degree, or Diploma, preferably in an area of English or Education
- English language teaching experience in Myanmar public schools is preferred.
- Fluency in written and spoken Burmese and English; strong written English skills
- Familiarity with the Ministry of Education and the Myanmar education system and English Education

- Excellent interpersonal and communication skills; comfortable and willing to work in a collaborative team environment
- Must be willing and able to travel up to 40% of the time within Myanmar.
- Strong computer skills in basic applications such as MS Word, Excel Spreadsheet, Outlook.
- Must be willing and able to relocate to the PST training site for three months every year.
- Previous experience living abroad or working with foreigners, particularly Americans preferred
- Must be flexible, motivated and self-directed

Apply by submitting a resume and a one page letter in English which addresses your qualifications for the position. Please address all listed qualifications and include the title of the position you are seeking in your cover letter.

**Applications are due by September 9, 2016.** Applications and questions (including requests for the complete Statement of Work) should be sent to [myanmarjobs@peacecorps.gov](mailto:myanmarjobs@peacecorps.gov). **Applicants who do not address the required qualifications will not be considered for an interview.**

Peace Corps reserves the right to cancel this vacancy hiring process at any time in the event that Peace Corps is unable to find a qualified candidate or if circumstances change at Peace Corps regarding its staffing structure

The United States Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Myanmar. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on [www.peacecorps.gov](http://www.peacecorps.gov).